



**KING COUNTY**  
**LITIGATOR**  
**(LABOR NEGOTIATOR II)**  
**DEPARTMENT OF EXECUTIVE SERVICES**  
**HUMAN RESOURCES DIVISION / LABOR RELATIONS SECTION**  
**Annual Salary Range: \$76,499 - \$96,967**  
**Job Announcement: 06GF6064**  
**OPEN: 5/5/06      CLOSE: Open Until Filled**

**WHO MAY APPLY:** This position is open to all qualified applicants.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Human Resources Division, 500 4<sup>th</sup> Ave, Room 450, Seattle, WA 98104.** Contact Greg Felton at (206) 205-1594 or [Gregory.Felton@metrokc.gov](mailto:Gregory.Felton@metrokc.gov) for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** Applications must include the following documents:

1. Letter of interest detailing your background and your ability to perform the job functions listed below, and describing how you meet or exceed the required qualifications listed below;
2. Current resume;
3. King County employment application form. The King County application form can be found at: <http://www.metrokc.gov/ohrm/jobs/>

**WORK LOCATION:** King County Administration Building, Room 450, 500 Fourth Avenue, Seattle, WA 98104.

**WORK SCHEDULE:** The normal schedule for this position is Monday through Friday, 8:00 a.m. to 5:00 p.m. Candidates are required to be available to work additional hours, which may include evenings and weekends, as needed to respond to service needs. This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible.

**PRIMARY JOB DUTIES:** This position will be responsible for assisting a team of Labor Negotiators in the Human Resources Division with grievance and arbitration hearings involving King County employees, most of whom are represented by labor unions. Work with senior management from County departments and divisions to research and investigate contract interpretation and disciplinary grievances, and serve as management's advocate in resulting proceedings or hearings. Primary duties may include:

- Represent the County in cases before the County Personnel Board and/or State Public Employment Relations Commission, including disciplinary matters, unfair labor practices, bargaining unit accretion and union representation proceedings.
- Represent management in grievances, arbitrations and administrative proceedings.
- Prepare witnesses and exhibits.
- Prepare arbitration briefs and other legal or formal documents, as required.

- Represent the County in interest arbitrations and provide assistance to outside consultants or legal counsel, as appropriate.
- Investigate grievances and prepare responses.
- Research state and federal laws and case precedents dealing with labor and employment issues and advise management.
- May be called upon to negotiate collective bargaining agreements.

**QUALIFICATIONS:**

- Baccalaureate degree with major course work in public administration, business administration, law or related field required or the equivalent combination of education and experience.
- Extensive knowledge of principles and practices of labor contract negotiation and administration, grievance handling and arbitration processes.
- Experience and demonstrated skill at preparing and presenting arbitrations.
- Demonstrated excellent verbal and written communication skills, including preparation of legal briefs, proposals and contract language with precision.
- Demonstrated skill in interpreting contracts, regulations and laws.
- The ability to treat private and sensitive issues with strict confidentiality, and act with tact and discretion at all times.

**DESIRED QUALIFICATIONS:**

- Advanced degree preferred; juris doctorate strongly preferred.
- The skills and abilities needed to perform successfully at this level typically are demonstrated through working at least five years in human resources management with an emphasis in labor negotiation and/or labor relations.
- Extensive experience as a lawyer handling case presentation, especially in the area of labor and employment, may also substitute for work experience in human resources management or labor relations.
- Skill in conducting legal research, including online methods.
- Skill at drafting legal briefs.
- Background in labor issues relating to public safety employees.
- Demonstrated experience interpreting principles and practices of labor and employment laws, including the handling of employee discipline.
- Knowledge of principles and practices of labor and employment laws, including but not limited to the Fair Labor Standards Act, Family Medical Leave Act, and the Americans with Disabilities Act.
- Skill in acting as third party representative in negotiations and litigation.

**NECESSARY SPECIAL REQUIREMENTS:** A valid Washington State driver's license or the alternate ability to travel around the County in a timely manner is required.

**SELECTION PROCESS:** The candidate evaluation and selection process will include a preliminary screening of application materials for qualifications, clarity and completeness. The applicants who meet or exceed the required qualifications and indicate that they possess the most competitive background in directly related experience, knowledge, and training may be invited for interviews by one or more panels. Reference contacts will be made with final candidates.

**UNION MEMBERSHIP:** This position is not represented by a labor union.

**Job Class: 2313200**